

SIGNING UP FOR PAYROLL

Once you are hired by Temple University, you will receive two emails; a welcoming letter from Temple University Human Resource Department and an email from Equifax Employment Center with instructions on how to complete the required federal employment forms.

ALL STEPS MUST BE COMPLETED BEFORE YOU BEGIN WORKING.

Step 1. Complete the federal I-9 tax form as instructed in your Equifax Employment Center email; go to TUPortal to complete the online W-4 tax form and payroll direct deposit authorization.

Step 2. Submit two forms of ID to Temple University Human Resources through the **HR Upload Channel – Employment* which you can access under *Staff Tools* in TUPortal.

Acceptable documentation includes: US Passport (active) OR Social security card AND current driver's license OR Social security card AND Temple ID (OWLcard) OR State issued birth certificate AND current driver's license OR State issued birth certificate AND Temple ID (OWLcard).

*This is an alternative process that has been implemented due to the transition to remote learning and work. It is required that the original I-9 verification documents be shown in person at one of the HR I-9 processing locations within 3 business days of Temple University resuming normal campus business operations.

Step 3. Forward the I-9 Completion Confirmation email to the Law School Financial Aid Office, lwfinaid@temple.edu.

Step 4. Complete PA Act 32 Certification Update

If you are working out of state, go to TU Portal, click on the Staff Tools tab, then go to the Personal Information section on the right side of the page and click on "Update Work Location." online to update your work location for tax reporting purposes. When the summer work study period ends, you will need to update your work location again to set it back to the appropriate state of employment.

You can keep track of the steps that need to be completed for payroll on the Next Steps Channel under the MyPortal tab on TUPortal. When all steps are completed, the notification icon will be changed to a green checkmark.

THE PAYROLL PROCESS CAN TAKE 7 - 10 BUSINESS DAYS TO COMPLETE. PLEASE MAKE SURE TO ALLOW ENOUGH TIME FOR YOU TO COMPLETE THE PAYROLL PROCESS BEFORE YOU BEGIN WORK.